



**ACCOMPANYING TEACHER CONDITIONS**  
**PREMIER'S ANZAC MEMORIAL SCHOLARSHIPS**

Veterans' Affairs  
NSW Department of Premier and Cabinet  
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## Selection as an Accompanying Teacher

Your selection as an Accompanying Teacher is conditional upon your agreeing to be bound by these Conditions:

### Definitions

In these Conditions unless the context otherwise requires:

**"Accompanying Teacher", "you" or "your"** means You

**"Accompanying Teacher Information"** means the document entitled "Accompanying Teacher Information" available for electronic download from the Veterans' Affairs website by following the links from Education (at [veterans.nsw.gov.au](http://veterans.nsw.gov.au));

**"Conditions"** means the terms, conditions and provisions of this document, specific to Accompanying Teachers;

**"the Department"** means the NSW Department of Education;

**"DPC"** means the NSW Department of Premier and Cabinet;

**"DFAT"** means the Commonwealth Department for Foreign Affairs and Trade;

**"the Code of Conduct"** refers to the Department's Code of Conduct, 2006 available at the Department's website

**"the per diem"** means the usually daily stipend provided to teachers accompanying students on the Study Tour, paid at the rate approved by the Department of Premier and Cabinet at the time of travelling;

**"the Minister"** means the NSW Government Minister for Education;

**"the Premier"** means the Premier of NSW;

**"the Program"** means the Premier's Anzac Memorial Scholarship program and includes, without limitation, the Study Tour;

**"Expression of Interest"** means the document entitled "Teacher Expression of Interest Form" available for electronic download from the Veterans' Affairs website by following the links from education (at [www.veterans.nsw.gov.au](http://www.veterans.nsw.gov.au))

**"the Study Tour"** means the annual Premier's Anzac Memorial Scholarship Study Tour, which provides for up to 20 students to be selected from NSW government and non-government secondary schools or colleges in Years 10 to 11, with the opportunity to visit one or more of the historical sites of significance related to Australia's military history;

**"the State"** means the Crown in right of the State of New South Wales, whether acting through the Department or otherwise;

**"VA"** means NSW Veterans' Affairs, Department of Premier and Cabinet;

- 1. Expression of Interest terms and conditions:** You acknowledge that you have complied with and agreed to be bound by the terms and conditions set out in your Expression of Interest.
- 2. Place and duration of Study Tour.** The destination and duration of the Study Tour will vary from year to year. You agree to take up duties as an Accompanying Teacher irrespective of the destination and duration of the Study Tour.
- 3. Duties as an Accompanying Teacher:** Your role as Accompanying Teacher

includes, but is not limited to the following responsibilities, obligations and duties:

- (a) supervising the students participating in the Program for the duration of the Program, including taking all reasonable care to protect them from injury and control and supervise their behaviour and activities whilst on the Study Tour;
  - (b) supporting and mentoring the students participating in the Program for the duration of the Program;
  - (c) endeavouring to provide a happy, caring, safe and positive environment in which the academic, cultural and social development and welfare of each student participating in the Program is promoted;
  - (d) pastoral duties for the duration of the Study Tour including helping to settle and assist students unfamiliar with travelling overseas, dealing with any social or personal difficulties or emergency situations for students that may arise, managing any student travel and/or accommodation difficulties;
  - (e) understanding the medical needs and allergies of students on the tour and responding appropriately to these needs and allergies.
  - (f) sufficient health and fitness to undertake walking tours of battlefield sites and cities. A health certificate confirming your ability to do this must be provided to VA.
  - (g) participating in all pre and post Study Tour activities associated with the Program; and
  - (h) assisting in organisational requirements.
4. **Leave.** You must apply for leave to participate in the Program if the travel involves school time. Where necessary, and if you are an employee of the Department, you will be granted special leave to attend briefing days and the Study Tour. Additional leave, such as Long Service Leave, cannot be included in the leave approved for the Study Tour. If you are employed in a non-government school, you will need to make arrangements with your education authority to cover any school days you are absent. Your school will be reimbursed by DPC at the average daily casual teacher rate for any days you are on the Study Tour. You must apply for leave through your principal or line manager.
5. **Ministerial approval to travel overseas.** If you are an employee of the Department you will require approval from the Minister to travel overseas on any official business, including an approved study tour. Ministerial approval to travel will be requested on your behalf by VA. VA gives no assurance that Ministerial approval will be granted. You agree to be bound by any conditions attached to such Ministerial approval. If approval is not granted you will not be able to participate in the Program.
6. **Code of Conduct.** You agree to be bound by the Code of Conduct for the duration of their involvement with the Program.
7. **Travel and Accommodation.** VA will be responsible for making ALL of your travel and accommodation arrangements for the Study Tour other than arranging passports which you may require and which are your sole responsibility. Your travel and accommodation costs for the Study Tour will be met in full by the funds allocated to the Program. These will include airfare tickets, transfers accommodation, travel insurance, travel documents where needed, official tour uniforms, and sustenance (excluding incidental snacks) associated with the Study Tour. You will be responsible for all additional expenses, such as souvenirs that you may purchase or excess baggage costs.

8. **Per Diem.** You will be entitled to a per diem allowance for the duration of the Study Tour. This allowance is paid at the current rate approved for government employees at the time of travel. This allowance must be declared on your annual Taxation Return. Your per diem allowance will be paid as a lump sum directly into your nominated bank account prior to the commencement of the date of the Study Tour.

9. **Payments.** For all other emergency expenses you may claim from the Department which are not directly met by the Department or covered by your per diem allowance, you must keep receipts of these expenses. A copy of the receipts, together with a summary of expenses must be provided to VA within 10 days of your return to Australia.

Payments of any kind to you (including the per diem allowance) may be withheld until confirmation is received that you have all the necessary consents and approvals to participate in the Study Tour and confirmation that you have complied with these Conditions.

10. **Tax.** The Department cannot give you advice on any tax consequences of receipt of per diem allowance. You may wish to seek your own advice.

11. **Taking up Duties.** Unless otherwise approved by the VA, you agree to commence your duties as an Accompanying Teacher from the date of the first scholar briefing at a date specified in each year's schedule.

12. **No transfer.** The Accompanying Teacher role cannot be transferred or deferred. If you are unable to accept the position, take up or continue your duties as an Accompanying Teacher, other eligible applicants identified through the selection process may be invited by the Department to take your place.

13. **Proposed Study Tour Itinerary.** VA, in consultation with tour companies and the Department will develop an appropriate itinerary for the Study Tour. All travel and accommodation arrangements will be made on your behalf. Where possible the itinerary will be provided in the school term before your departure and will also include all information and supporting documentation required for the Study Tour, including that related to the students participating in the Program in your care. Minor changes to the itinerary may be required.

14. **Passport.** You must hold a current passport to accompany the Study Tour. Your passport application must be arranged by you. This includes the costs associated with obtaining your passport.

15. **Information requests.** You agree to comply with all reasonable requests by the Department or by VA for additional information or documentation and provide this by the dates requested.

16. **Travel and health advice.** Before departing on the Study Tour, you must keep up to date and act in accordance with travel and health advice for the destination of the Study Tour issued by DFAT at [www.dfat.gov.au](http://www.dfat.gov.au). Further travel and health information may also be made available at [www.smartraveller.gov.au](http://www.smartraveller.gov.au) and [www.health.nsw.gov.au](http://www.health.nsw.gov.au).

The Department will advise you of any proposed cancellation of travel in light of advice issued for the destination of the Study Tour.

17. **Insurance.** You will be covered by comprehensive travel insurance recommended for overseas travel to the country or countries of destination for the Study Tour. You may wish to take additional insurance or health cover for the period of the Study Tour.

18. **Conduct whilst on the Study Tour.** Whilst on the Study Tour you must make every reasonable endeavour to:

- (a) be a good ambassador at all times for the teaching profession, the Program, the State and the Premier;
- (b) avoid any action (including making any oral or written communication) that could damage the State's, the Department's, VA's or the Program's reputation, be misleading or deceptive, result in victimisation or harassment, lead to criminal or civil liability, or be reasonably found to be offensive, obscene, threatening, abusive or defamatory;
- (c) comply with all laws, rules, regulations, policies and standards applicable to the teaching profession in Australia including the Code of Conduct;
- (d) comply with all laws, rules, regulations, policies and standards applicable to the State and the overseas country or countries and institutions which will be visited by you as a participant in the Program.

**19. Promotion of the Program.** You are expected to provide reasonable support to the Department in publishing and promoting the Program. You may, for example, be asked to write an article or testimonial in relation to your experiences. Prior to release of any material referring to the Program, the Department may request a copy of such material for its approval. You must comply with any such request and comply with any conditions of approval.

You hereby consent to the publication and/or use in any form of media of any material you produce arising out of or in relation to the Program, for the purpose of publicising and promoting the Program without payment or compensation.

**20. Acknowledgements.** Any public lectures, media releases, films, photographs, publications and/or other work you have produced arising out of or in relation to the Program must contain the following acknowledgment: "This work was produced by [insert Your name], an Accompanying Teacher on the [insert year] Premier's Anzac Memorial Scholarship Study tour led by the Premier of NSW."

**Withdrawal from the Program.** You must immediately notify the VA, in writing, of any decision to withdraw from the Program. It is expected that you would not seek to withdraw from the Program after you have accepted, other than in exceptional circumstances. Following receipt and confirmation of your decision to withdraw from the Program, you will not be allowed to revoke your withdrawal or continue to participate as an Accompanying Teacher in the Program. Other eligible applicants identified through the selection process may be invited by VA to take your place. At any time throughout the duration of the Program, the VA has the right to remove you from the Program if Your circumstances change, including if you:

- (a) are no longer teaching or eligible to teach in NSW; or
- (b) fail to comply with these Conditions.

In serious circumstances, you may be required to pay all or some of the costs met by the Department for your participation in the Program.

**21. Liability for withdrawal from the Program.** The State will not be liable for any loss or damages (including consequential loss, loss of opportunity or loss of income and even if the State has been advised of the possibility of such loss or damages) suffered by you which is caused by or arises from your withdrawal from the Program.

**22. Privacy.** You consent to the Department, VA and associated third parties using the information, including personal information, provided in your Expression of Interest for the purposes of assessing your compliance with these Conditions and for publicising the Program.

- 23. Subject to change.** These Conditions are subject to change at any time without prior notice.
- 24.** Successful applicants will not be eligible to apply for future accompanying teacher positions under the Premier's Anzac Scholarship program.
- 25. Acceptance** An original, signed copy of these Conditions must be submitted by email to Premier's Anzac Memorial Scholarship, email. [premierscholarship@dpc.nsw.gov.au](mailto:premierscholarship@dpc.nsw.gov.au). Notice of acceptance of these Conditions must be received from you by no later than 10 December 2015 and failure to do so may result in your removal from the Program by the Department.

I, \_\_\_\_\_ confirm that I have read, understood and accept these Conditions.

School:

Date:

Signature: